

CENTER SCENE



The Bureau of Land Management Service Center Newsletter

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COMPUTER ASSISTANTS

Computer assistants are increasingly important in the SC's automation efforts. They provide technical support to programmers and systems analysts by doing much of the day-to-day processing of data. On a more personal level, these positions provide a bridge whereby employees can move from lower-graded jobs into programming or analyst positions.



Allen Layer, Cindy Liebe, and Denise Sylvester

Here is how three computer assistants, in the Branch of Computer Applications, describe their work.

"As a Computer Assistant in the Administrative Systems Section I manage all UMCs (User Master Catalogs) within the section. This requires shifting available file space between UMCs, deleting obsolete files, and changing passwords and permissions.

I also coordinate the transfer of source programs, job control language (JCL), TEX and CRUNS from a programmer UMC to the production UMC. I also make COBOL source program modifications and JCL changes.

I maintain the section copy member libraries. This involves modifying, adding, and deleting copy members.

I receive and log in all section Requests for Program and System Action and assign them to the system lead programmer. I keep a current file of assignments from which I prepare a weekly status

report using LOUIS-II, a query language.

I use a microcomputer as an aid for many tasks. I ensure that system documentation and run books adhere to Branch standards and are kept up to date. I accomplish this with the help of the WordPerfect wordprocessing package. I assist in the preparation of system requirements through the use of a computer-aided

software engineering package, Excelerator."

— Cindy Liebe

"As a computer assistant for the Land Records Section, my major responsibility is to work on the Interim System. My primary tool is Oracle which is used to create forms and reports. I design, code, and implement screens for various

types of data such as action codes, case records, and proprietors, using SQL*Forms. I also code and implement programs to generate reports using the above data in SQL*Report. Another tool, Excelerator, enables me to create data flow diagrams that have been outlined by a systems analyst and to enter data to aid in the documentation of the Interim System."

— Denise Sylvester

"My primary duties consist of maintaining the various libraries that are used by the Financial Management Section. In addition, I process all data dictionary updates that are used to route work within the Section, making sure that they are logged in and assigned to the proper programmers. I also make corrections and changes to some programs as they are needed. At times I make evaluations of vendor software. I make use of the microcomputer in developing Pert Charts

and other reports for the Branch and Section. Through the use of Microcomputer Utilities, I am able to recover damaged files from other micros."

—Allen Layer

EDITORIAL

For some reason December is a month for pondering. Perhaps its because of the holiday season or maybe just the process of wrapping up another year.

Often, during the year, we hear (or speak) negative things about our jobs or coworkers or the weather or politicians. Somedays it is hard to find the pony amidst the manure.

But this year has been special - a special time to have been associated with people in BLM. Reflect on the following for just a moment.

- An employee excellence seminar this fall gave many of us a chance to experience a level of training and counselling normally reserved to higher-graded people.

- Many of us here and in the Colorado State organization contributed 2,300 hours of annual leave to 9 of our coworkers who had health or family emergencies.

- Seventy-two percent of us contributed more than \$25,000 to the Combined Federal Campaign - by far the highest percentage of any Interior agency in Denver.

- Continuing an annual trend, we again provided all the food, clothing, and toys needed to make Christmas meaningful to four families and four senior citizens this year - more than 130 people in the past few years.

You're right, Tiny Tim, do indeed bless us all.

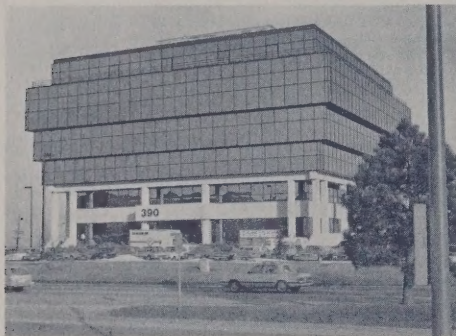
BLM HISTORY

A copy of the recently published Bureau history, *Opportunity and Challenge: The Story of BLM*, will be available, upon request, this month to SC employees. SC historian James Muhn and former SC writer Hanson Stuart are the authors.

BLM: A MOVING EXPERIENCE

BLM has arrived. Real Property has taken the first step to improve the Bureau's professional image and its efficiency in the use of space by implementing a master plan of office design. Through gradual transition, as funds become available, hopes are to incorporate a plan bureauwide.

Due to the recent Service Center reorganization, the Chief, Division of Administrative Services, the Branch of Procurement, and the Branch of Personal Property have relocated to a commercial office building just north of the Sheraton Hotel, at 390 Union Blvd., Suite 540. The November move provided the opportunity to create a showcase for the concepts of systems furnishings and color coordination.



Systems furniture increases functional work space by making better use of typically wasted vertical space. Cabinets hang above desks to store manuals and hide clutter. Two drawer files slide underneath desks and computer keyboards tuck neatly out of sight when not in use. U-shaped desk arrangements keep work within arms length and allow greater desk surface. Low panel dividers form work stations which eliminate wasteful sprawl. They provide privacy and sound control, but also maintain a sense of openness.

The real beauty of this furniture is its flexibility. Sections can be easily interchanged or modified to better serve the specific needs of its user. As systems furnishings become widespread, the potential to exchange pieces between offices increases. Because the furniture can be reused, the volume of surplus is reduced, and the Bureau receives a greater return on its expenditure.

To further improve compatibility, Mimi Hillen, interior designer and space planner, has carefully selected panel screen textiles with a blend of colors that will compliment carpets and panel screens



currently in use at the Service Center. The new aqua and canyon colors will work well throughout the transition as Buildings 40 and 50 are eventually improved. An open house for the Service Center and Colorado State Office employees will be held in January.

A special thanks goes to Gery Behr, head of Real Property, Mimi Hillen, and all the employees in procurement responsible for expediting this project in only 75 days. The initiation of this quality work setting reflects to the public and our employees the pride and quality BLM takes in its work.

Thank You

I would like to thank all of you who have so generously donated leave to me. This has filled the gap by providing income to me and my family after my leave was used up. I'll never forget your kindness.

— Jack Headley

Santa Came to Town

Mr. and Mrs. Santa Claus (John Brewer, former SC employee and Lee Krebs, Branch of Personal Property), assisted by elves Al and Steven Layer, Gery Behr, Jeff Jung, Lee Ford, Mardi Stone, and Vickie Smejkal delivered boxes of food, clothing, and toys to four families and four senior citizens for this year's Santa Project.

The Santa project began in 1982 when Barbara Nicholas of the Branch of Real Property suggested that the Branch sponsor a needy family in lieu of the annual gift exchange. From that small beginning it grew into a SC-wide project with seven families or senior citizens being provided with a complete Christmas dinner, clothing, and toys each year.

The Jefferson County Action Center refers the names of those who would

otherwise have no Christmas. Lee Ford of the EEO office gets the names and determines what each family needs. At that point, SC people pitch in with gifts, food, and money. The five people in the Project Support Staff (SC-301), for example, buy all the clothing on the list for all the children. A group in Computer Applications (SC-342) heard that an elderly woman needed a coat so they took up a collection and bought her a wool coat and muffler and bought her husband a wool shirt and muffler. Dozens of others provided all kinds of gifts.

Mr. and Mrs. Santa have had some interesting experiences, both funny and heart-warming. One boy received a stuffed toy and told Santa, "That's the ugliest buffalo I ever saw in my whole life." Another tried to race across a room holding Santa's beard. When he let go, the elastic gave old St. Nick a thrill. On another cold, snowy day word got out in an apartment complex that Santa was visiting. When they arrived little noses were pressed against virtually every window in the complex.

On the poignant side, those delivering the gifts are truly rewarded. In one case, a



woman lived in a small apartment with two small children. Her living room was furnished with a straight-backed chair, a car seat for a sofa, and a lamp on a cardboard box. The kitchen was stocked with a quart of milk and a box of pancake flour. At most homes there are small trees, but rarely are there presents under them. So, the two large boxes of food and gifts are always a welcome sight.

Yes, Virginia, there truly is a Santa Claus.

Eddie Sanchez
Branch of Computer Operations
Born June 22, 1941
Died November 28, 1988